



Welcome to today's webinar, **Summer Library Program 2019 Grant Applications Overview**. My name is Regina Anderson. I am the Grants Officer for the Missouri State Library.

I muted all microphones to eliminate background noise, but please feel free to type questions and comments into chat at any time. Chat is located in the control panel on the right side of your screen. If the control panel is not showing, click on the white arrow inside the red box. If the chat box is not visible, click on the plus (+) sign next to the word chat and the chat box will appear.

## Session Objectives

1. Grant Overview
2. CSLP 2018 Theme and Resources
3. Changes in the Summer Library Program
4. Grant Application Basics
5. Best Practices

During this session we will provide a brief overview of the Summer Library Program Grant, including what has changed with the new application. Don't forget that you can download a copy of the grant application from the materials tab at any time.

We will also discuss the 2018 Theme and Resources, review the different parts of the application, and talk about some best practices that will help ensure your application flows smoothly through the review process.



The Summer Library Program Grant is supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

This grant allows public and school libraries to apply for additional funds to:

- create new or enhance current summer library programs for children, teens and adults to improve their reading skills
- enrich summer learning experiences
- And increase opportunities to reach unserved summer populations

## Eligibility

- ▶ Public Libraries eligible to receive state aid
- ▶ School Libraries if community has no public library program

All Missouri public libraries who receive state aid are eligible to apply for a Summer Library Program grant.

School libraries may also apply, if they are located in a community where access to a public library program is not available.

## Purpose and Goals

- ▶ Reach new or underserved audiences
- ▶ Expand opportunities to improve reading skills
- ▶ Develop school and public library partnerships.

This grant will not replace local funding for your summer library program. The goal should be to reach new audiences, particularly underserved audiences, as well as to expand programs and projects.

This grant requires libraries to hold at least an 8 week program, though many libraries choose to hold 10 or 12 week programs. Priority will be given to projects involving school and public library partnerships.

**Please note that partnership letters are no longer required.**

February through April are meant to be planning months. Then the program would be implemented between May and August.

## Presentation Resources

► Educational presentations for targeted audiences

- Authors
- Skilled artisans
- Storytellers
- Educational presenters
- Community partners

Group activities for targeted audiences:

- Age-specific story times
- Maker space



Many libraries use the grant to request funding for authors, skilled artisans, storytellers and other educational presenters. This year, libraries can request LSTA funding for up to 3 reading-related programs, which should all be educational in nature (**This is a change from the last SLP Grant of 4 presenters**). Programs that are not educational or reading related will not receive funding from the grant. Also, programs with a primary purpose of drawing a crowd are not LSTA-eligible.

There may be **partners** in your community who are willing to provide a presentation at no- or low-cost, so don't forget about your local artist guild, the Missouri Arts Alliance, the Missouri Department of Conservation, or University Extension.

Also, consider what group activities you may need additional funding for, such as:

- Offering more story times for different age groups than regularly provided by the library
- And purchasing supplies for creative spaces or makerspace events

Don't forget that LSTA funds cannot be used to book the same presenter, year after year, as the funds are earmarked for expanding programs and providing new services. As a result, libraries can only repeat a presenter for up to 3 years before they will be expected to pick up those costs as a local expense. We highly recommend changing your presenters from year to year, in order to capture new and different audiences.


## CLSP THEME AND SLOGAN



The Collaborative Summer Library Program (CSLP) 2019 theme is A Universe of Stories for all ages. However you are not required to use this theme for your programs.

For those of you who do use the national theme, the CSLP manual will be mailed out or sent through courier this week, and it will arrive on a USB drive. The manual should provide a wealth of programing ideas to get you started.

The library can estimate \$1 per child, per program for craft activities. We don't expect the libraries to know what crafts they will complete or what supplies they will need at the time of the application. That can all be determined later, so there is also no need to include a full list of all the supplies you plan to purchase with the grant. Simply estimate a budget for supplies based on the number of programs you plan to hold and how many you expect to attend each program.



WELCOME TO  
**change**

- Required IMLS survey questions
- Up to 3 educational programs
- Maximum Funding Level Change
  - Under 15,000 - \$7,000
  - 15,000 to 35,000 - \$10,000
  - 35,000 to 85,000 - \$13,000
  - 85,000 and over - \$16,000

As you know IMLS require mandatory survey questions to help libraries gather meaningful project data that can then be used for comparison nationwide. We have provided sample surveys in the application to include these required questions because IMLS has updated the questions this year.

Libraries may add additional questions to the sample surveys, as long as they maintain all of the required questions, as well as the IMLS funding acknowledgment. If you alter the sample survey, you must have the new version approved by Missouri State Library staff. Those surveys can be sent for approval with the grant application, or they can be sent for review at a later date if they will not be ready by the application deadline. **Please note that first payment will not be issued if surveys have not been submitted and approved.**

As I just mentioned previously, each library can request funds for up to **3** educational, reading-related programs. This is a change from the previous year, in which 4 educational programs could be funded.

Another change is the maximum funding levels for this grant. Last year, the maximum amount of funding that could be requested ranged from \$9,000-\$20,000. Now, there are 4 funding categories. Maximum amount is based on library service area for public libraries and the school district population for school districts.



## Important Federal Guidance

- ▶ Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, limited English proficiency, or national origin
- ▶ **Link to Limited English Proficiency Guidance:**  
<http://s1.sos.mo.gov/CMSImages/LibraryDevelopment/IMLS%20Guidance%20on%20Limited%20English%20Proficiency.pdf>

The next 3 slides will address important federal standards, rules, and regulations for grants. While these are not recent changes, I think it's important that we go over all 3 now, to make sure everyone is aware of them.

IMLS has placed special emphasis on the stipulation that libraries must take reasonable steps to ensure that limited English proficient persons have meaningful access to the applicant's programs.

Additional information is available through the [Limited English Proficiency Guidance](#) document.

An example of an accommodation is having a Spanish language translator available at your story times. I do recommend that you look over this document. It can help you determine what a reasonable effort would be for your library.

## LSTA Grants Statutes and Regulations

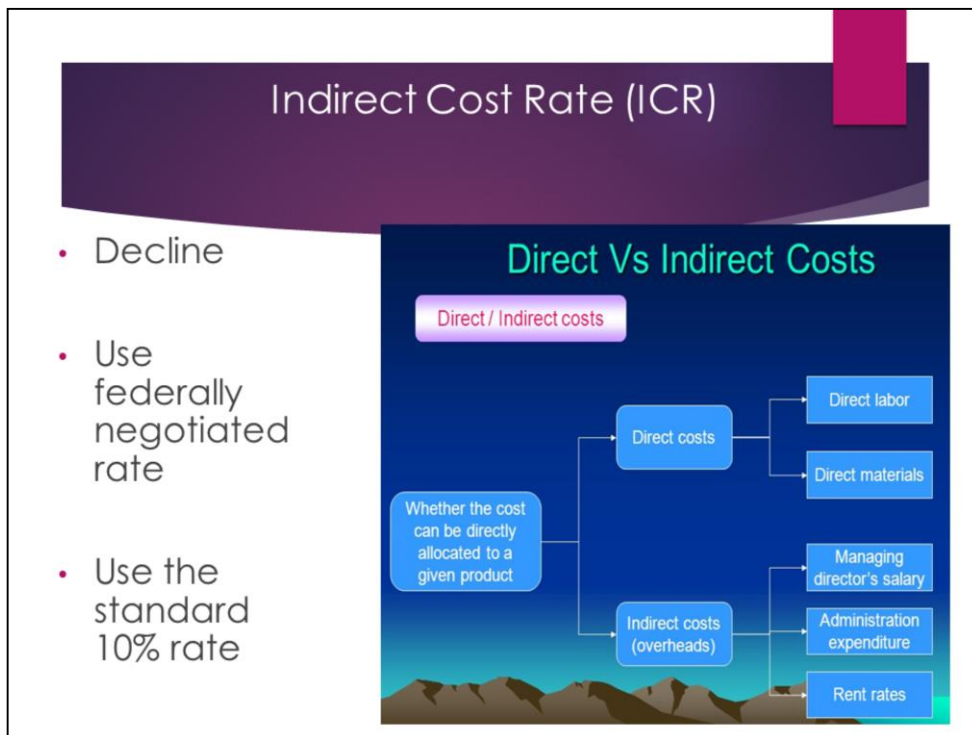
- ▶ Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)
- ▶ General Regulations for Administering the Grants: 2 CFR 200
- ▶ Work Authorization Program: RSMo 285.530



**Links to these statutes and regulations are available online at:**  
<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf>

It's also important that applicants conform to the statutes and regulations that apply to this grant.

If you need to read up on any of the grant statutes and regulations, they are all available in the Grants Manual, at the link provided.



Finally, while the Indirect Cost Rate (ICR) isn't a recent change, I want to discuss it now for those who are not familiar with it.

Indirect Costs are the expense of doing business that are not easy to identify with a single grant or activity, such as utilities, building costs, management, and general office supplies.

Applicants have three options with the ICR:

1. You can decline it, by simply not including it in the application.
2. You can claim an indirect cost rate that has been negotiated with your federal agency.
3. OR You can claim the standard rate of 10%, as long as your library has never had a federally negotiated rate. This option requires no documentation, so any eligible library may claim the 10% ICR on grants.

Keep in mind that the ICR applies to LSTA expenses only, and not the total project cost. A 10% ICR would be 10% of the LSTA requested funds for the grant, not 10% of the total cost of the project.

## Focus on People and Community



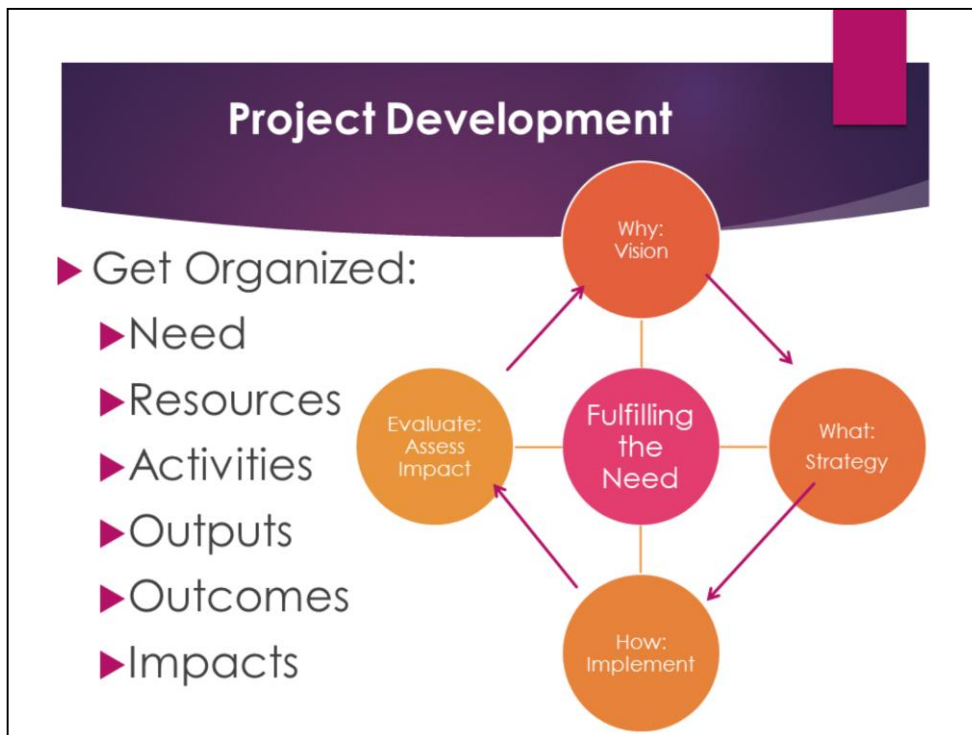
For those who are new to writing grants, or new to running a summer reading program, it's important to remember that your project should stay focused on people, rather than funding, particularly when you are completing the narrative portion of the application.

When you write the grant, think about what you can do that will have a positive impact on your community. Stay focused on solving a problem, improving your services and programs, reaching underserved populations, and meeting the needs of your community.

Don't forget that the main goal of a summer library program is to help decrease the Summer Slide.

Summer Slide is the tendency for students to lose some of what they have learned across the summer months. If kids don't practice their reading skills during the summer months, they can fall behind by the time school starts again.

Since Summer Slide occurs most often with students from low-income families, an excellent Summer Library Program grant application will address how you can reach and support these at-risk students and families in your community.



You'll want to identify and center your application around fulfilling a need for your community. A logic model can be a good tool in developing the project around this need. A sample of the logic model is available in the Grant Writing and Management Manual.

The Project Title should be MEANINGFUL

You can not start project activities before the GRANT PERIOD begins.

When you explain your project, focus on the need or problem and what will be done to address it

Focus on the RESOURCES you will need to implement the project.

Think about the ACTIVITIES AND METHODS: Who and how will the evaluations be conducted. Clearly state the project's expected benefit or impact, and decide how you will document goals that have been achieved (or not).

Part of your evaluation methodology should contain both outputs and outcomes.

Outputs: Something that's measurable to show evidence of service delivery (show numbers)

Outcomes: What CHANGE has taken place? (Knowledge, skills, behavior, attitude, status, life condition) Outputs and Outcomes together will help you identify the project's IMPACT.

Look for impacts for the....

- Individual, community, and staff.
- Look for short term changes– what you see immediately
- Medium term changes – these might affect practice, policy or procedures
- And long term changes - changes in a person's social or economic situation

Impacts might be immediately visible or they might not occur until beyond the grant period.

# Grant Application Basics



This is the point at which it may help to have the application in front of you as we proceed. You can download the application from the materials tab of this webinar, or from the LSTA Grants page of our website.

The application is available on the Library Development LSTA grants page in the LSTA grant application forms section.

**PART I: APPLICATION FORM** *(This sheet must be the first page of your application. Please type.)*

Name of library:

Federal Tax I.D. or Missouri Vendor Number if different:  
DUNS Number:

Address:  
City: County: Zip Plus Four:

Phone:  
Fax:

Library Director:  
Library Director E-Mail:  
Library Director Phone:

Project Director (contact person):  
Project Director E-Mail:  
Project Director Phone:

Total population of library's legal service area:  
Estimated number of youth served by the project:

**Project Title:**

**LSTA Funds Requested:**  
Local Match:

This is the first page of the application, where you will fill out your basic contact information and details about your library.

If you do not know your Federal Tax I.D./Missouri Vendor Number or your Duns Number, please consult your Library Director.

If you are the Library Director and do not know these numbers, please visit the frequently asked questions section for more details about what these numbers are and how to retrieve them. If you are a new Director, you can also check previous grant applications to locate these numbers.

The project title for your grant is important, as it will remain tied to your grant and sometimes be referenced. Choose wisely, and pick a title that is meaningful and specific to your project.

At the bottom of the page, you will need to list the total amount of LSTA funds you are requesting for the grant project, as well as the expected amount of local funds that will be spent. To get those figures, you will first have to complete the budget narrative, so those are questions that you will leave blank and come back to complete once the budget for your project has been sorted out.

# Target Audience

## PART 2: TARGET AUDIENCE

1. Identify the target audience. (Pick at least one.)

- |   |   |
|---|---|
| <input type="checkbox"/> Adults                               | <input type="checkbox"/> Children, ages 6-12                |
| <input type="checkbox"/> Non/limited English Speaking Persons | <input type="checkbox"/> People with Special Needs          |
| <input type="checkbox"/> Preschool Children, ages 0-5         | <input type="checkbox"/> Young Adults and Teens, ages 13-18 |
| <input type="checkbox"/> Seniors                              |   |

Part 2 of the application deals with the audiences you will target. Please select each target audience you will conduct programs for.



# The Program Narrative:

## PART 3: PROGRAM NARRATIVE

- ▶ Explain your project
- ▶ Collaboration
- ▶ Project Promotion
- ▶ Evaluation

Part 3 of the application is the program narrative. It consists of four questions. The answers to the program narrative should be completed in a separate word document, then attached to the grant application. Please use a standard 12 point font and double space your document.

You will want to thoroughly describe your project and break down all the smaller details of your summer reading program. Explain why you are doing the project (its benefit), how you will address the needs of the target audience, the length of your program, theme, requirements, events and outreach plans. You will include your timeline here. It's important to make sure your activities don't start before the GRANT PERIOD begins, which is February 1, 2019. Also make sure you can complete all activities by the end of the grant period, which will be August 15, 2019.

Next you will want to state who you will collaborate with to meet the needs of your target audience. Once again, letters of partnership are not required for the grant.

How will you promote the grant project? Funding from this grant can be used for all kinds of advertisement, such as social media ads, newspaper ads, radio ads, electronic signs, and billboards. You can also use funding to create or purchase banners, bookmarks, flyers, and newsletters to help promote your summer reading program. Remember to use the IMLS funding acknowledgement.

The last question deals with how you will evaluate your programs. Program attendance and circulation statistics must be reported if library materials are included in your grant. What other statistics or data will you collect? Again, don't forget that surveys are required per IMLS for this grant. We have provided sample surveys in the resource section of the application.

## Evaluation - Outputs

- ▶ Circulation of materials
- ▶ Number of children who check out the materials
- ▶ Number of participants in the reading challenge
- ▶ Number of those successfully completing the reading challenge
- ▶ Number of programs or story times held
- ▶ Number of attendees at those sessions



Outputs are the things you can count; they provide quantitative or statistical proof that something took place.

Outputs do not show impact. They are just numbers and require an interpretation by the library.

For example, you may track circulation as a quantitative measure for your grant. But knowing that there was a circulation of 537 is not a particularly helpful output, unless you take the time to explain that the library purchased 221 items which circulated 537 times during a 3 month period. By itself, the number 537 is not particularly informative, so it's important that you take the outputs from your quantitative data and explain them.

For the Summer Library Program Grant, program participation is monitored. Libraries are asked to track the number of programs held, the number of those who attended, the number of those who registered for the reading component, and the number of those who successfully completed it, as well as other appropriate statistics.

If your library purchases materials for collection development, you will have to track the circulation of those items throughout the grant period.

## Evaluation - Outcomes

- ▶ Involves a change in the target audience
  - ▶ Skills
  - ▶ Knowledge
  - ▶ Attitudes
  - ▶ Behaviors
  - ▶ Status
  - ▶ Life condition

Outcomes come from qualitative measures, which determine the value of a project. Outcomes explain what changes have taken place, particularly in regards to knowledge, skills, behaviors, attitudes, status, and conditions.

When it comes to outcomes, you can't just say, "The project was successful."

You need to be able to demonstrate HOW it was successful.

For example: Library staff have observed that tweens are more comfortable using library resources and asking for help than they were before the program began.

This example demonstrates a change in both an attitude and a behavior.

These types of outcomes can lead to long-term impacts.

# Evaluation

- ❑ **Shaping Outcomes:**

<http://www.shapingoutcomes.org>

- ❑ **Perspectives on Outcome Based Evaluation for Libraries and Museums:**

<http://www.ims.gov/assets/1/AssetManager/PerspectivesOBE.pdf>

- ❑ **Project Outcome:**


<https://www.projectoutcome.org/>



Because it is so important to be able to demonstrate project impact, we recommend that new grant writers and project managers be comfortable with outcome based evaluation or OBE. On the screen are links to two tools that provide good introductions to OBE.

The first is *Shaping Outcomes*, an online tutorial that walks you through the various components of OBE. The second is *Perspectives on Outcome Based Evaluation for Libraries and Museums*, which is a 31 page overview of OBE.

The final link is for Project Outcome. Libraries can register for Project Outcome to gain access to the toolkit at no cost.



# Budget Worksheet

Category	Item Description	Qty	Cost per Unit	LSTA Funds	Local Funds	Total Cost
<b>Library Materials</b> -\$500 per branch maximum; \$2,500 per library district (may include shipping fees)						
			Library Materials Subtotal			
<b>Personnel, including salaries, wages, and benefits</b>						
			Personnel Subtotal			
<b>Services</b>						
			Services Subtotal			
<b>Supplies</b>						
			Supplies Subtotal			
<b>Indirect Cost Rate (ICR)*</b>						
			ICR Subtotal			
<b>PROJECT TOTAL</b>						

**Budget Details has two parts. The first is the Budget Worksheet.**

The budget worksheet is a line item list of all items or services to be purchased for the project, including both grant and local funds

- Items and services should be listed under the appropriate categories.
- Library Materials includes items that circulate, such as books, audiobooks, and DVDs. Don't forget that if you seek funding for library materials, you will be expected to track circulation statistics on those materials during the grant period.
- Personnel is where you would list additional hours for part-time staff or temporary staff to help plan, manage, and implement the program.
  - Requests for staff funding must be justified, and staff must be paid according to the current library pay scale.
  - You cannot use grant funds to pay existing staff costs, but you can use them to pay for additional hours for part-time employees or to hire part-time employees to help implement this grant project.
- Services includes funding that you pay out to someone else to complete a task, such as fees for your educational presenters or fees to have your booklets and promotional materials printed by an outside source.
  - If you print items for your program in house, that cost would go under supplies, not services. If you send things out of the library to be printed, that would be a service cost.
  - Presenter costs should include presenter fees, transportation, lodging, and meals. Do NOT separate these costs into separate line items. Each presenter would only have one flat rate fee, and all travel costs should be included in that fee.
  - Also, don't forget that if you request funding for presenters, those presentations must be educational or reading-related, and you can only request funds for up to 3 presentations total. All other presenter costs would be funded locally.
- Supplies includes all the craft and program supplies for your project. Keep in mind that we do not need a full, detailed list of the supplies you will purchase. You will simply set a reasonable budget for craft and program supplies in your application. For example, you could estimate craft and program supplies at a cost of \$1 per participant per program. Therefore, if you are holding 20 programs, with an estimate of 50 people at each program, your craft and program supplies request would be \$1,000.
- We discussed Indirect Cost Rate earlier. Just keep in mind that if you want to claim ICR, the standard rate is 10%, unless you have documentation of a federally negotiated rate.
- A change this year is that mileage reimbursement for project staff is not LSTA-eligible. Staff travel must be fully funded locally.

## Budget Worksheet Tips

- ▶ Add lines to categories, as needed
- ▶ Include brief descriptions, such as craft supplies
- ▶ If no local funds, list \$0
- ▶ Subtotal every category
- ▶ Prizes, incentives, and food are local costs

There are a few other things you should keep in mind when preparing your budget worksheet:

- When you have multiple expenses per category, you should add additional lines to that category, as necessary.
- Be sure to write a brief description for each expense, such as craft and program supplies, part-time staff, or books to match the theme.
- If you are not using local funds to support the grant project in a specific category, please list a \$0 balance in local funds for that category.
- You do need to subtotal each category, as any LSTA award is based on totals by category.
- Also, keep in mind that prizes, incentives, and food are unallowable costs, and those expenses will all have to be covered locally.

## Budget Narrative

- ▶ Include every item on Budget Worksheet
- ▶ Federal or local funds?
- ▶ Justify costs:
  - ▶ Why do you need that?
  - ▶ How does that help with your project/goals.
- ▶ Explain all figures

The budget narrative should explain all anticipated project costs listed on the budget worksheet, including LSTA and local costs.

You must clearly and thoroughly explain each expense and justify why it is necessary to the grant project.

Also, be sure to explain how you reached your totals. This is like showing your work in a math class. Instead of saying that you need \$3,000 for supplies, you would explain why you need that much funding, as well as how you arrived at that figure.

Keep in mind that several individuals will read and review your grant application. While something may make sense to you, you need to make sure you are breaking it down and explaining it well for those who may not be familiar with your library or processes.

## Large Purchase Price Analysis

*Example:*

Date	Source	Author	Amount
10/15/2018	Online	Science Circus	\$3,761
10/12/2018	Letter	Mad Scientist	\$2,976
10/14/2018	E-mail	Tesly Charcoal	\$3,200

*Tesly Charcoal is selected because...*

A Large Purchase Price Analysis is required if you plan to purchase any item, or set of items or services that cost \$3,000, or more.

- An analysis is conducted to determine if you are obtaining an item or service at a fair market value
- Bids and quotes can be collected through phone calls, emails, websites, and catalogs
- You must request at least 3 cost comparisons for the item, or set of items or services.
- You can track all bids in a table, as shown in the example.
- Be sure to thoroughly explain which estimate was chosen, and why, as part of the Large Purchase Price Analysis.
- Until a grant is awarded, you cannot be bound to any specific vendor or contract, so the Large Purchase Price Analysis will be based on bids and quotes for a product or service. I recommend that when seeking quotes, you let providers know that the purchase would be part of a grant project, and that no contracts can be entered into until after the start of the grant period, which should be February 1, 2019.



## Grant Payments

- ▶ Two installments (50/50)
- ▶ First payment cannot be requested until the grant period has started
- ▶ Must begin spending grant funds within 45 days
- ▶ Final payment with final report



The Summer Library Program grant is paid in two installments. You should not request first payment until you actually start encumbering those funds, you must begin spending the grant funds within 45 days **from the date of receipt of those funds**, and you have had your survey tool(s) reviewed and approved by State Library staff.

The final payment request is submitted with your final report, after all expenses are known and the program has ended.

Payment request forms are only included in the Award Packets

## Grant Timeline

- ▶ November 16, 2018--Applications due
- ▶ January 18, 2019--Approximate Award Announcement
- ▶ January 29, 2019--Grant management session
- ▶ February 1, 2019—Start date for grant period
- ▶ May 1, 2019 – Interim report due
- ▶ August 16, 2019 – Ending date of grant period
- ▶ September 15, 2019 – Final report due

After your grant application is complete, it's important to email, fax, or mail it by November 16, 2018. You will receive an email notification from the State Library to let you know the application has been received.

We typically receive 35-40 summer library program grant applications. Each grant is reviewed by four State Library staff members, and once final recommendations have been made, the entire list is sent up for review and approval by the Secretary of State Executive Staff.

This process takes a good amount of time, so the expected award announcement date for this grant is January 18.

The grant management session would be held on January 29. The grant period is targeted to begin on February 1<sup>st</sup>.

A copy of the timeline can also be found on the front page of the grant application, and I recommend that you add each of these important dates to your calendar. You may want to set advanced warnings for report due dates, since it can be difficult to pull a report together at the last moment.

## Best Practices: Know Ahead

- ▶ Legal responsibilities
- ▶ Your library's policy on grant applications
- ▶ Who signs?

Before applying, it's important to know what your legal responsibilities are

- Be sure to review all grant documents, policies, procedures, and rules.
- For additional information or clarification, you may want to review the grants manual that I mentioned earlier in the presentation.

It's also important to know your institution's policy on grant applications

- Do you need approval from an Administrator or a Board?
- What is your institutions process for grants?

Be sure all accompanying forms have been signed and dated by the appropriate person. Your library's policies will dictate who can sign off on grant paperwork. This can vary from library to library. When in doubt, consult your Library Director. If you are the Director, consult your Board or your library's written policies and bylaws.

Make sure you know the schedule of the person who has to sign these documents. If that person is out of the office at the time of application submission, who can sign in his or her place?

## Best Practices

- ▶ Have a realistic, justified budget
  - ✓ LSTA and local funds
- ▶ Check your math
- ▶ Be sure all attachments are included
  - ✓ All required forms signed
  - ✓ Survey drafts
  - ✓ Market analysis

Remember you should have a realistic and fully justified budget. Please remember to review the budget worksheet and narrative to ensure the numbers provided in the budget worksheet correspond with the budget narrative.

- Check your math to make sure the match requirements have been met.
- Be sure all attachments are included
  - ✓ Survey tool
  - ✓ Market analysis
  - ✓ All required forms signed

## Can't Fund What You Need?

Other funding resources are located in the appendix of our grant manual available online at:  
<http://sl.sos.mo.gov/library/development/lstagrant>



LSTA is not the only source for library funding, so if you are wanting to fund something that cannot be covered by a Summer Library Program grant, you may want to check out the other funding options in the Appendix of the Grant Manual.

# Questions?



Does anyone have any questions?

## Contact Information:

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**TOLL-FREE NUMBER: 800-325-0131**



Thank you all for attending today.

Don't hesitate to contact us if you have any questions about how to complete the application.